

Department of Financial Protection and Innovation**Position Duty Statement**

DFPI HRO 203 (Rev. 07-2021)

NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Research Data Specialist III	POSITION NUMBER 410-X50-5770-XXX
WORKING TITLE Senior Researcher	DIVISION/OFFICE/UNIT/SECTION CFP, Market Monitoring, Consumer Research, Insight & Analytics
BARGAINING UNIT R01	GEOGRAPHIC LOCATION

General Statement: Under the direction of the Research Data Manager, the Research Data Specialist III (Senior Researcher) is responsible for performing complex research for the Market Monitoring, Consumer Research, Insight & Analytics office. Duties include, but are not limited to, the following:

A. 40% Performs Complex Research (E)

- Independently leads, plans, coordinates and conducts proactive research projects or activities, which involves multi-tasking, defining and creating new data models and visualizations.
- Determines the scope and parameters of research activities and performs the most complex research and data analysis projects.
- Utilizes quantitative, qualitative, and mixed-method research approaches and techniques to collect, analyze and interpret data related to emerging trends in the financial industry.
- Researches and develops innovative or undefined methods for collecting, analyzing, and reporting data.
- Identifies new strategies or sources for collecting data according to industry, legislative, and business needs.
- Utilizes industry and/or Department data sets and assesses patterns to identify trends, regulatory gaps, and department impacts.
- Identifies relationships and emerging data trends in rapidly evolving financial industries to forecast potential risk and identify new strategic opportunities, including ways to facilitate access to beneficial products, improve competition, remove unnecessary regulatory burdens, and enhance consumer protections.

40% Analyses, Reports, and Recommends (E)

- Analyzes data and identifies opportunities and risks in emerging financial products and services, and advises Executive Management and other stakeholders.
- Independently performs the more complex data analysis in response to ad-hoc research and reporting requests utilizing software programs (ex. R, Python, SAS EG, text analytic software, Tableau, Power BI) to format, validate, query, transform, and organize structured and unstructured data to forecast trends and assess potential impact in areas where changes are being implemented and a body of knowledge or experience does not exist.
- Utilizes descriptive and inferential statistics to understand risks to consumers and innovation opportunities.
- Reports findings and makes recommendations through oral and written communications, including but not limited to data visualizations, memos, research reports, white papers and other written materials to communicate findings and recommendations to internal and external stakeholders.

15% Advises and Collaborates (E)

- Develops subject matter expertise in particular financial industries and advises internal and external stakeholders.
- Consults and advises Department on research methodology, project feasibility, and the probable risks of data technologies that may impact programs and policies.
- Works closely with other division partners conducting research and provides guidance and expertise.
- Conducts independent peer reviews and carries out ad hoc data reports.
- Gathers data from internal and external sources and makes recommendations on Departmental policies.
- Develops and maintains supporting systems, including data warehousing, data validation protocols and tracking systems.
- Consults with, advises, and provides reports, findings presentations and recommendations to DFPI staff and other stakeholders.

5% Administrative Support (M)

Performs other job-related duties as required.

B. Supervision Received

The Senior Researcher reports directly to and receives the majority of assignments from the Research Data Manager in the Market Monitoring, Consumer Research, Insight & Analytics office; however, direction and assignments may also come from the Deputy Commissioner of Supervision and Registration of New Covered Persons.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

Daily contact with DFPI employees and other governmental agencies, including other state's regulators, federal regulators, attorney general office, industry groups, national organizations, consumer advocates and other CA agencies. Interacts with other programs within the department. Frequent contact with new and potential registrants.

F. Actions and Consequences

If the incumbent does not perform the position's duties as specified, the public is not getting the protection they have a right to and deserve. California could lose opportunity to lead at a national level to promote change that would benefit Californians. If the incumbent does not perform the duties as specified, it could place a greater burden on and cost to the enforcement team; and create bad employee morale that could lead to increased turnover which is inefficient and costly to the department.

G. Work Conditions/Physical/Functional Requirements

Work remotely and/or in an office setting in the Sacramento, San Francisco, Los Angeles, or San Diego area.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Operating office equipment such as: multi-line telephone console, cell phone, computer, copy machine, fax.
- Utilizing MS Teams to connect with DFPI staff during remote working.
- Bend (neck and waist), push, pull and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.). including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.
- Climbing stairs, kneel, and squat.

H. Functional Requirements

General office work associated with research duties, performed in an office environment.

I. Other Information

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with

others, under changing priorities, and may work irregular hours on occasion. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

CONFLICT OF INTEREST

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations. The incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

FINGERPRINT

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification